



Commons Board Meeting Minutes  
July 10th, 2013

The Commons Board met on Wednesday, July 10th, 2013 at 11:30 a.m. (EST) in the Council Chambers at City Hall

Board Members Present: Sherry Stark, Sharon Beach, Cheryl Buffo, George Dutro, Tracey Souza

Others Present: Lisa Westenberger, Jillian Keller, Jamie Brinegar, Steve Risting, Jeff Logston, Casey Ritz, Deb Terrell, Chris Monroe, Karen Shrode, Ben Wagner

Board President Sherry Stark called the meeting to order and requested approval of the minutes from June 12th, 2013. Cheryl moved, Sharon seconded. Minutes approved.

Jeff Logston provided the City Attorney update. He stated that Cummins is keeping language regarding maintenance of the loading dock in the easement agreement. The initial agreement stated Cummins would submit invoices to The Commons Board for payment. The Commons would then be required to pay a portion of the submitted invoice. Jeff is working to develop a process for a budget to be proposed to The Commons Board. The process will be presented with enough time to incorporate it into the Commons budget for Parks Board and for final Council approval. A certain percentage of actual expenses that are incurred will be the responsibility of The Commons. That budgeted amount is currently \$2,000 or 8.3% of the total square footage. At the end of the year, the invoices will be presented for review. This amount includes ongoing costs such as trash removal, recycling, equipment maintenance, loading dock cleaning, and preventative maintenance. Jeff stated Cummins has provided a cost allocation document and that eligible expenses will be listed in the documentation.

Damages and repairs will not be included in the agreement and will be the responsibility of the individual who created the damage and their insurance. If individuals cannot be held responsible, the tenant receiving the delivery that caused the damage will be responsible for any costs.

Steve Risting said a survey will define the easement area. The corridor to 4th St. and circulation access ramp has been added. The easement will be recorded and the survey will be an attachment to the easement.

Jeff stated that by ordinance, the Board of Works will be entering into the easement agreement with a blessing from The Commons Board. Tracey Souza moved that The Commons Board concurs with arrangements made for the easement maintenance agreement for Board of Works action. Cheryl Buffo seconded. Motion carried.

Steve Risting provided The Commons Architectural report. In regards to the facility sun shades, the shop drawings have been submitted. Steve met with Dunlap and the electrician and discussed mounting and channeling details for installation. Dunlap will submit a final price for miscellaneous details that covers electricity, connections, and switching. Steve clarified the windows that will be covered will include the North and South end walls but not the clerestory windows. Installation is scheduled for the week of August 26<sup>th</sup> pending on when the shades completion. Lisa stated due to scheduled events needing the shading, installation needs to be complete by September 5<sup>th</sup>.

Steve had not heard from Dunlap concerning the safety bollards. Lisa has installation scheduled for August 12th. Steve will provide an update.

Lisa has obtained a quote for the lower lobby sound system including electrical connections and will follow up with the Heritage Fund grant request. The total amount requested is \$20,000 with the understanding any left over funding would be returned to Heritage Fund. The total project amount will not be known until the work is done. George Dutro moved to approve the Grant Request to Heritage Fund not to exceed \$20,000 but the final grant amount will reflect the actual cost. Sharon Beach seconded and motion carried.

The vegetative roof repairs are not yet completed. Steve Risting has been in communication with the contractor at Cummins. The work will most likely not be done until fall because of the heat.

Cummins has terrace access and the patio pavers have been fixed. Food court access still requires final painting and an addition to an existing wall still needs placed for safety.

Steve is working with Heather Pope and Brian Russell to help lease the former Scotty's space. Dividing the space for multiple tenants is being discussed. Steve is assisting them in determining allowances, demolition costs, etc. in order to help with the process. Jeff Logston stated he thought the RFP should be finalized with input from the RFP consultant within the next week or two.

Steve reported he had received a call from City Purchasing in regards to outdoor seating asking for the contact for Landscape Forms. The estimated delivery time was eight weeks so other options are being considered.

Sherry brought to the Board's attention that Architectural Advisor Steve Risting has recently resigned from his position at CSO Architects to open his own business. Steve would like to continue as the Architectural Advisor for The Commons. Sherry has asked

Steve for a letter from CSO to present a letter that clearly states that CSO has no issue with relinquishing architectural responsibility for the sun shade project in The Commons. CSO's contract work for The Commons is complete. By consensus, The Board agreed to continue the relationship with Steve Risting in the Architectural Advisor role.

Lisa Westenberger presented a new policy for recurring meetings scheduled in the Xenia Miller Conference Room. The policy states that limitations will occur during "prime time" hours (Monday-Friday, 4:00 pm – 9:00 pm). Meetings are to be limited to 26 times a year or every other week during regular business hours. The meetings will be scheduled free of charge on a first come, first serve basis for Not-for-Profit community organizations. Reservations can be made after October 1<sup>st</sup> for the next calendar year and can be booked for the year. The Commons events have priority and The Commons retains the right to cancel or accommodate in an alternative space if needed. The room will remain unavailable for rental to For-Profit organizations. Cheryl Buffo asked for clarification in the wording of the new policy, Lisa will edit the verbiage to be clearer. Tracey Souza moved to approve the policy with the clarification. Cheryl Buffo seconded. Policy approved.

Lisa stated that revenue is just \$70.00 shy of the 2014 goal of \$115,000.00. Casey Ritz with Park Operations addressed the issue of holiday hours. Based on discussion with The Commons tenants and activity during holiday hours there is an interest in alternative hours during specific days. Limiting hours on certain holidays would improve costs such as staff overtime and utilities and would allow maintenance work to be performed in areas that are open to the public. Casey will present a proposal for reducing hours on certain holidays and asked the Board to offer their opinions. He was asked to present a scope of activity during holidays such as the Thursday before Thanksgiving. He was also asked to explore options for different areas such as the playground and food court. Casey will present information at a later date.

Jamie Brinegar reviewed the budget for the first six months of 2013 along with the initial budget proposal for 2014. The budget will come before the Board again at the next meeting. In 2013, 49% of the budget has been expended to date. This includes the PERF changes, staff insurance changes, cleaning supplies, miscellaneous expenses, and utilities. PERF changes will go before Council in September or October. Cleaning supplies is over 100% due to determining true use of the building since opening. Miscellaneous repairs include maintenance for the Chaos sculpture. Electric and Utility usage is higher than anticipated due to tenant use. Jamie expects expenses to decrease due to adjusting the refrigeration system in the vacant retail space. The biggest budget overage is the due to legal fees incurred with the restaurant closure.

Jamie stated revenue to date is on track at 55% for the calendar year and goals will be increased for 2014.

As for 2014, salaries have not increased but may change within the next month. PERF will go from 12.5% to 14.2%. Revenue goals will be set at \$125,000 and The Commons is striving for a full year of tenant occupancy.

Karen Shrode presented the Art's Council report. She stated the Ivy Tech artwork will be up within the next two weeks.

Chris Monroe presented his ideas for the vacant restaurant space in The Commons. He is considering putting a coffee bar offering gourmet coffees inside the space. Chris would not need all 6,000 square feet. Sherry Stark thanked him for his interest.

Casey Ritz suggested the need for a new policy no longer allowing pets, excluding service animals, inside The Commons. He said Animal Care Services would provide enforcement. Casey requested permission to post signage throughout The Commons stating no pets. Performance animals brought in for events will be on a pre-approved basis. Jeff Logston said it is alright to post signage before a formal resolution is established. George Dutro moved that the Board adopt a policy barring no pets except for service animals or pre-approved performance animals inside The Commons. Cheryl Buffo seconded and the motion carried. Staff will bring a written Policy for approved at the next Board meeting.

Meeting adjourned.

Next Meeting: Wednesday, August 14th, 2013